



How to invoice Musinc

What is an invoice?

An invoice is a document or bill sent by a provider of goods and services to their customer.

Invoices itemise the transaction and include payment amounts and terms.

What does this mean for buyers and sellers?

Invoices are a written agreement verifying the exchange between the buyer and seller, which establishes an obligation to pay on the part of the buyer. Invoices are often referred to as “sales invoices”, “bills”, or “statements”.

What should an invoice include?

- Its own unique Invoice Number
- Date of invoice
- Provider’s name, address, telephone number and contact email.
- Description of goods and services provided.
- The amount you are invoicing with a brief description of the service i.e. name of venue or group.
- Your Payment details as registered with vendors.
- Purchase Order Number (if required by the customer).
- If a purchase order has been raised the items on the invoice should match it.
 - If for any reason the cost of goods or services is higher than the agreed amount the customer should be contacted as a new order may need to be raised.
 - If the cost of the goods and services is less than quoted on the purchase order the amount can be deducted accordingly, this should be itemised in against the original description for the same service or goods.

For Musinc invoices should be addressed to:

c/o Musinc
Middlesbrough Council
Invoice & Debt Recovery Team
2nd Floor Civic Centre
Middlesbrough
TS1 2RH

We prefer to receive invoices by email – please send them to
Sarah_Towers@middlesbrough.gov.uk.

What should my invoice look like?

The main thing is that your invoice is clear and easy to understand and contains all the information necessary.

Filling your invoice with unnecessary images, colours or designs can make it unreadable.

There are a lot of easy to use apps for android and apple along with templates within Microsoft that will set out your invoice for you and once you have put in the necessary information.

A Microsoft Word template can be provided by Musinc on request.

What is a Purchase Order?

A purchase order (PO) is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services. It is used to control the purchasing of products and services from external suppliers.

If you are engaged to provide services for Middlesbrough Council you must **first** be listed as an official supplier / vendor (forms available from Sarah_Towers@middlesbrough.gov.uk).

Purchase orders are raised by Middlesbrough Council in relation to any goods or services that they require. Once this has been done you will be sent the order via email, this is for your own records.

No invoices can be accepted without the correct purchase order number being quoted.

Invoicing against a Musinc Agreement and Purchase Order

If you are engaged by Musinc to work on a project you will receive a written agreement.

You will then receive a purchase order from Middlesbrough Council's finance team.

Each project will have its own purchase order number which is unique to you or your company.

You will be paid monthly on submission of invoices. Invoices should be issued at the end of the calendar month and you can expect to receive payment within 20 days of invoicing providing that all work has been completed (this includes relevant reporting and paperwork).

The amount that you invoice for each month should be the same as (or less than) the amount listed on the payment schedule within your agreement. *Invoices for lesser amounts will be accepted and we would ask you to make the adjustment in the event that a session has been cancelled (with more the 24 hours' notice) or where you have been unable to attend a session.*

You can invoice for multiple months in one go but the amounts should be presented in the following way on you invoice:

Project Name – Month – Payment Number	Amount
e.g.	
<i>Youth Club – July Payment 1</i>	<i>£200</i>
<i>Youth Club – August Payment 2</i>	<i>£200</i>
<i>Total</i>	<i>£400</i>